



SUBMITTAL GUIDELINES

New attached and detached single-family dwellings

Two complete sets of neatly bound and legible prints (suitable for electronic scanning) containing floor plans, details, general notes and technical specifications (including building code analysis), drawn to scale and dimensioned, sufficiently complete and detailed to show clearly the scope of the work to be performed. Clouds, if used, must be identified and dated. Preferred print sizes are between 18" X 24" to 30" X 42". The original seal and signature of the responsible Maryland Licensed Registered Architect or Professional Engineer, as appropriate, is required on all attached single-family dwellings (townhouses) drawings and manufactured industrialized/manufactured houses (as approved by the State of Maryland). For detached single-family dwellings, the plan reviewer may require such engineering certification as a condition of permit approval when the plans and documents are difficult or complicated.

Drawings shall contain, but not be limited to the following information, as applicable:

S = single family dwellings
T = townhouse

A. SITE PLAN(S)

1. Vicinity map, north arrow, date and scale (preferred 1" = 30').	S	T
2. Property lines, with bearings and distances.	S	T
3. Lot or parcel numbers, block number and record plat or deed reference.	S	T
4. Existing topography and proposed grading at contour intervals of not more than two feet.	S	T
5. Bodies of water, water courses and 100-year floodplains.	S	T
6. Vegetative cover/landfills.	S	T
7. Locations and names of existing or proposed highways and streets serving the site, showing center-lines, widths of paving, grades, median break points and right-of-way lines.	S	T
8. Location, height, area and use of all structures.	S	T
9. Front, side and rear yard setbacks.	S	T
10. Plat number.	S	T
11. Location of mechanical equipment.	S	T
12. Setback distances from property line.	S	T
13. Final grade elevation at foundation.	S	T
14. Septic fields with topography lines.	S	T
15. Location of all sewer, water and storm drainage lines, well and septic systems and rights-of-way.	S	T
16. Location of retaining walls and other man made structures (sheds fountains detached garages, etc.).	S	T
17. For zones R-60, R-90, R150, and R-200 show the established building lines.	S	T
18. Lot coverage- lot area covered by buildings.	S	T
19. Location of all easements (including conservation, stormwater management, utility, etc).	S	T

B. ARCHITECTURAL PLANS – minimum scale 1/8", preferred 1/4"

1. Name and address of project.	S	T
2. Names, addresses and telephone numbers of owner(s), architect(s), contractor(s) and consultants(s).	S	T
3. Index of drawings.	S	T
4. List of material symbols used on drawings.		T

5. Specifications		
a. Design criteria as required by the International Residential Code (IRC) 2000 as amended by Montgomery County for: floor load, roof load, ground snow load, wind loads, seismic design category, frost line depth, decay protection measures, flood-resistant construction provisions, if any, see information on our website at http://www.montgomerycountymd.gov/mc/services/permitting/bc/nfbldc.htm	S	T
b. Species/grades of framing lumber;	S	T
c. Grades/classes of other structural elements; and	S	T
d. Grades/types of construction materials and finishes.	S	T
6. Construction notes.	S	T
7. Scaled and dimensioned floor plans – one plan for each floor - showing the use of all spaces/rooms and means of egress.	S	T
8. Clear indication of firewall locations and ratings. Include listed/approved design number used.		T
9. Scaled roof plans clearly showing all openings.	S	T
10. Exterior elevations, showing all openings and covering materials.	S	T
11. Interior elevations, as appropriate.	S	T
12. Complete cross-sections and details for foundations, floors, walls and roofs, properly cross-referenced showing the type of construction and bracing method used.	S	T
13. Window and door schedules or dimensions of these openings.	S	T
14. Detailed stairway and/or ramp plans and sections, including guards and handrails with all dimensions shown.	S	T
15. Flame-spread rating, smoke development, separation of foam plastic materials.	S	T
16. Location of fireplace/chimneys.	S	T
17. Location of smoke detectors.	S	T

C. STRUCTURAL PLANS – minimum scale 1/4"

1. Scaled and dimensioned footing/foundation plans.	S	T
2. Scaled and dimensioned floor – one plan for each floor, line drawn structural framing.	S	T
3. Roof framing plans.	S	T
4. Elevations, sections and details, properly cross-referenced- minimum 1/2" scale for sections and details.	S	T
5. Column and footing schedules.	S	T
6. Load calculations, if applicable, e.g. pier footing, or other engineering data/computations required to complete plan review.	S	T
7. Reinforcing steel for slabs, retaining walls, grade beams, foundations walls and/or schedules.	S	T
8. Engineered wood girders, headers, steel beams and lintels adequately identified.	S	T

D. ENERGY EFFICIENCY REQUIREMENTS

1. Energy conservation analysis/computations based on the International Energy Conservation Code 2000.	S	T
2. Montgomery County prescriptive package issued by Department of Permitting Services. (http://www.montgomerycountymd.gov/mc/services/permitting/bc/nfbldc.htm)	S	T

ADDITIONAL REQUIREMENTS

1. If dwelling is in historic location, provide stamped plans and letter of conditions from Historic Preservation Commission. For information pertaining to historic area please call 301-563-3400
2. For zones R-60, R-90 there may be height limitations, contact zoning office at 240-777-6240.

APPLICATION SUBMITTAL PACKAGE

1. Application for Building permit must be accompanied by a non-refundable filing fee.
3. Application for Stormwater Management/Sediment Control (green form).
4. Application for Montgomery County and/or Maryland State Highway Administration (SHA), for construction of property dedicated to public use (driveway apron). Provide street address, subdivision name, lot, block or parcel. In most cases, a bond will be required; you will be notified of the amount. For state highways please contact State Highway Administration at (301) 333-1350.
5. Application for a Well and/or a Septic must be submitted, if property is on well and/or septic. Additional information pertaining to this type of application, please call (240) 777-6350.
6. Energy Calculations, (please refer to the address listed below).
<http://www.montgomerycountymd.gov/mc/services/permitting/bc/nfbldc.htm>
7. Three supplemental site plans (5 total). **NOTE:** If building is on well and septic, four supplemental site plans (6 total) are required.
8. If connecting to public water and/or sewer, the original (pink) copy of the plumbing permit will be required prior to the issuance of a building permit.

NOTE: Properties that lie within incorporated areas typically require building permits from the municipality in addition to Montgomery County Department of Permitting Services (DPS), see **Permit Procedures for Properties Within a Montgomery County Municipality** document issued by DPS.

IF THE PROPERTY FOR WHICH THE PERMIT IS TO BE ISSUED IS LOCATED WITHIN:

BROOKEVILLE
CHURCHHILL TOWN

MONTGOMERY VILLAGE
WASHINGTON GROVE

BARNESVILLE
LAYTONSVILLE

POOLESVILLE

WRITTEN PROOF OF APPROVAL FROM THAT JURISDICTION MUST BE FORWARDED TO THIS OFFICE PRIOR TO ISSUANCE OF A PERMIT.

NOTE: Stormwater Management and Sediment Control applications must be submitted prior to applying for building permit, (please call 240-777-6350 for additional information).

Failure to comply with these guidelines may result in your plan(s) not being accepted for review.